

November 3, 2011
Safety Committee Meeting

Present:	R. Lundstedt	Highway Department
	K. Wilson, absent for medical	Building Inspector/Health Department
	B. Hutchins, Chairman	Police Department
	L. McCann	Health Officer
	D. Lawler	Town Bldgs., Parks, Cemeteries
	B. Milkovits, Secretary	Admin. /Clerical
	R. Bergeron	Fire Department

Meeting opened at 10:05 AM.

Agenda:

Old Business:

1. Minutes from September 22, 2011 meeting were reviewed. There were no corrections made.

Accidents or Incidents:

1. One – lost time

Safety Concerns by Department:

1. Library – No safety issues reported.
2. Fire Department – No safety issues reported.
3. Police Department – Check on handicap ramp railing. Plumber is delayed due to storm and power outages, to install new sink and eyewash station in boiler room.
4. Highway Department – No safety issues reported
5. Town Buildings, Parks & Cemeteries – No safety issues reported.
6. Building Inspector/Health Department – No safety issues.
7. Town Office – Get MDS sheets for cleaning products.

Other:

1. Response from Department of Labor was reviewed. Extension was granted until June 2012 to the town for retro-fitting the town offices for safety.
2. Draft Written Safety Program was reviewed. Terms such as “near miss” were explained. All members approved the program as written. This will be presented to the Selectmen for their approval and acceptance on Tuesday, November 8, 2011. After more discussion, it was suggested to host a town department wide mandatory training session on the Written Safety Program. All employees will be able to discuss the program and have their questions heard and answered. This session will be held in December and will end with holiday refreshments.
3. Members discussed the recent snowstorm and power outages. Police Department still needs a generator for these kinds of events. Mrs. McCann discussed the Nashua Regional for Health & Emergencies which may help find grants for

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- generators and other emergency items. She will keep the Chief updated on any future meetings of the group.
4. Recommendation was made to distribute copies of the Life Resources Member Assistance Program sponsored by LGC to all department heads and supervisors. This is a confidential service provided to employees and their families for a range of work/life issues. It would also be helpful to distribute this information about the EAP to all employees to maintain the confidentiality.
 5. Some of the town employees recently successfully completed a six week Physical Activity Campaign run by the A.A. and her assistant. A new line for Safety and Health will be added to the 2012 budget for other employee events. Chief Hutchins explained that LGC has offered grants in the past for exercise equipment for employees. He would like to apply for the grants but there is no space for the equipment. Discussion ensued on various places to house the equipment. A suggestion was made to use the brick schoolhouse donated to the town by Elizabeth Orton Jones as a wellness center for town employees. The building needs work but there may be grants that could pay for some of the repairs and updates. The town highway department could do the site work for the driveway and parking area. No decision was made but the Committee is definitely interested in pursuing this plan.

Meeting adjourned at 11:00 AM. Final quarterly meeting set for Thursday, December 1, 2011 at 10 AM at the Town Office. At this meeting, the Committee will work on the 2012 Safety Summary Form to be submitted by December 31, 2011.